



CITY OF HOUSTON

Job Posting

1	AP
2	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
3	<div><div>Job Classification</div><div>PROJECT MANAGER</div></div>
4	<div><div>Posting Number</div><div>PN# 110447</div></div>
5	<div><div>Department</div><div>Department of Public Works & Engineering</div></div>
6	<div><div>Division</div><div>Public Utilities Division</div></div>
7	<div><div>Section</div><div>Water Production Branch</div></div>
8	<div><div>Reporting Location</div><div>611 Walker*</div></div> <div>*Subject to change</div>
9	<div><div>Workdays & Hours</div><div>M - F, 8 a.m. - 5 p.m.*</div></div>
10	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Provides general supervision and coordination in reviewing contractor’s compliance with plans and specifications. Oversees the inspection activities and personnel to review and evaluate contractors’ compliance on various construction project plans and specifications. Reviews preliminary plans and evaluates future plans for construction and contractor submittals. Operates vehicle to and from various construction sites and resolves construction problems. Prepares and reviews various reports and records and attends pre-bid, pre-construction and other meetings. Serves as liaison between City personnel and contractors, consultants or testing laboratories and provides management of multiple contracts of various sizes. May develop standard protocol for environmental and geotechnical investigations and reviews, approves and tracks consultant or testing laboratory estimates.</div></div>
11	<div><div>ESSENTIAL FUNCTIONS/WORKING CONDITIONS</div><div>The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional period of walking on rough surfaces.</div></div>
12	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires a Bachelor’s degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field.</div></div>
13	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Four years of experience in construction, construction inspection, design, geotechnical, environmental or a closely related field is required. Directly related professional experience may be substituted for education requirement on a year-for-year basis.</div></div>
14	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>A valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).</div></div>
15	<div><div>PREFERENCES</div><div>Preference will be given to applicants with an Environmental, Chemical, or Electrical Engineering Degree.</div></div>
16	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div>
17	<div><div>SAFETY IMPACT POSITION</div><div><div><div><div></div><div>X</div></div><div>Yes</div></div><div><div></div><div></div></div><div>No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
18	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range - Pay Grade 24</div><div><div>\$1,419 - \$2,048 Biweekly</div><div>\$36,894 - \$53,248 Annually</div></div></div></div>
19	<div><div>OPENING DATE:</div><div>May 17, 2006</div></div>
20	<div><div>CLOSING DATE:</div><div>Open Until Filled</div></div>
21	<div><div>APPLICATION PROCEDURES</div><div>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div></div>
22	<div>An equal opportunity employer</div>